



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF BUSINESS SERVICES ACCOUNTING BRANCH

September 30, 2016

POSITION TITLE: Accountant Manager II – Deputy Chief of the General Accounting

POSITION NUMBER: 039338/JobAps#16-004554-0001

SALARY: State Salary Grade 20
Annual Salary Range: \$56,743 - \$91,107

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This is a professional position serving as **Chief of the General Accounting Section**, responsible for providing leadership and technical expertise in ensuring that financial transactions are verified, recorded and reported to management in accordance with Generally Accepted Accounting Principles (GAAPs) and in compliance with State and federal laws, regulations, and practices.

DUTIES AND RESPONSIBILITIES: Plans, oversees, and evaluates the work of the general accounting staff including federal grants, payroll, fixed assets, accounts receivable, etc. to ensure the effective and efficient processing of accounting transactions and the reporting of accounting information to management; provides training and professional development activities for the accounting staff; plans, coordinates and conducts the fiscal year end close-out in accordance with GAAPs and State guidelines; advises State, public and federal auditors on fiscal policy and detailed accounting procedures; reviews audit reports and coordinates/develops appropriate follow-up activities; ensures that financial information systems support MSDE's mission.

MINIMUM QUALIFICATIONS: **EDUCATION:** Bachelor's Degree in Accounting or a Bachelor's Degree with 30 credit hours in Accounting and related courses; including or supplemented by 3 credit hours in Auditing. Possession of a CPA Certificate is preferred.

EXPERIENCE: Six years of professional experience examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles. Three years of the required experience must have been in direct supervision of other professional employees. Experience with FMIS and ADHOC reporting is desired.

NOTES:

1. Applicants may substitute possession of a certificate as a Certified Public Accountant (CPA) or a Master's Degree in Accounting for one year of the required experience.
2. Applicants may substitute one year of professional budgeting or auditing experience for one year of the required experience.

ESSENTIAL REQUIREMENTS: Knowledge of governmental accounting and document processing; knowledge of Financial Management Information Systems (FMIS); knowledge of GAAPs; skill in the interpretation of State and Federal laws and regulations; skill in using accounting and spreadsheet software; skill in scheduling and managing multiple tasks; skill in identifying problems and negotiating solutions; ability to analyze data and make sound decisions; ability to monitor performance and implement improvements; ability to effectively lead and work as a team member; ability to communicate effectively.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](http://www.marylandpublicschools.org) (or complete an MSDE Application on [marylandpublicschools.org](http://www.marylandpublicschools.org)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for - **Accountant Manager II – Deputy Chief of the General Accounting #039338 - JobAps#16-004554-0001** Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities are available upon request

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act is required. In accordance with Code of Maryland Regulation 17.04.03.10C1, the selected applicant must consent to a Background Investigation as a required security procedure. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

Applications should be received by October 14, 2016